

Public
Employees'
Retirement
System

PERS Plan 3 Employer Update

Local Government Employers' Edition

PERS Plan 3 Member Newsletters

Enclosed with this *Employer Update* you will find advanced copies of the second issue of the *PERS Plan 3 Transfer Decision News* member newsletter. This newsletter will be mailed to the home addresses of PERS Plan 2 members mid-December 2001.

This edition of **PERS Plan 3 Transfer Decision News** includes articles on the importance of the PERS Plan 3 contribution rate selection, the PERS Plan 3 transfer payment, as well as sources of additional information.

Employers are encouraged to post the enclosed newsletters in appropriate work site locations to provide members with additional access to PERS Plan 3 information.

PERS Plan 3 Education Packets

The Department of Retirement Systems (DRS) will mail *Journey to Retirement: PERS Plan 2 or Plan 3 Transfer Decision* packets April 2002. The **Transfer Decision** packet will be mailed to the homes of PERS Plan 2 members who are employees of local governments.

The packet contains information to assist members in making the decision whether to stay in PERS Plan 2 or transfer to PERS Plan 3. In addition, the packet will include a summary document, and a letter that details the member's March 1, 2002 PERS Plan 2 account balance and service credit and directs them to the financial modeling software.

Transfer Decision packets will also be mailed to employers April 2002 for distribution to new employees hired on or after February 1, 2002 and before Plan 3 launches in September 2002 (or employees who are rehired as of September 1, 2002).

PERS Plan 2 or Plan 3 New Member Plan Choice packets (for PERS 2 members who first establish membership on or after September 1, 2002) will be mailed to employers August 2002. Employers should distribute **New Member Plan Choice** packets to new employees immediately upon their employment.

The *PERS Plan 3 Investment Education* materials will also be mailed to employers February 2002. These materials provide members with detailed information about Plan 3 investment options. The **Investment Education** materials will be available to members at the investment education seminars, so they should only be distributed to those members who request them.

Transfer/Choice and Investment Education Videos

The **Transfer Decision** video will be mailed April 2002. The **New Member Plan Choice** and **PERS Plan 3 Investment Education** videos will be mailed to employers August 2002.

Employers should use the **Plan Choice** video as part of their new employee orientation and provide the **Transfer Decision** and **Investment Education** videos to members for checkout upon request.

After receiving any of the materials listed above, if you find that you need additional copies, please use the appropriate telephone numbers listed under *Resources* on page 4.

Items Employers Will Receive	Date	For Whom?
Journey to Retirement Posters and Flyers	April 2002	PERS Plan 2 members seeking information regarding PERS seminars
PERS Plan 2 or Plan 3 Transfer Decision Packets *	April 2002	Plan 2 members who establish membership prior to September 1, 2002 and were hired after January 2002
Transfer Decision Videos	April 2002	Plan 2 members who establish membership prior to September 1, 2002
New Member Plan Choice packets and New Member Plan Choice videos	August 2002	Plan 2 members with original hire/ membership date on or after September 1, 2002
PERS Plan 3 Investment Education materials and Investment Education videos	August 2002	Members who choose Plan 3 and/or need more information about Plan 3 investments

* This packet will be mailed directly to members' homes. Employers will also receive copies (totaling about 13 percent of their current Plan 2 membership).

Employer Training

DRS' Employer Support Services (ESS) unit will work closely with employers to coordinate PERS Plan 3 training. In-depth PERS Plan 3 training sessions with employers will begin May 2002 and continue through August 2002. The sessions cover topics such as new forms required by PERS Plan 3, new reporting requirements, and Plan 3 impacts to the Edit Message Report and the Statement of Account Activity. ESS encourages Human Resources/Benefits and Payroll staff to attend one of these workshops.

Member Seminars

DRS' Plan 3 education provider, ICMA-Retirement Corporation (ICMA-RC), will offer transfer and investment education seminars for members. Transfer education seminars will begin June 2002 and investment education seminars will begin September 2002. ICMA-RC will begin contacting employers to arrange scheduling and registration for transfer seminars April 2002. ICMA-RC will ask employers how they want members to sign-up. Members will be able to register through the transfer education Web site at <http://www.wa.gov/DRS/member/pers/2or3>. Employers should periodically review this site and inform their employees of local seminars. For questions about transfer and/or investment education seminars, contact Stephanie Dutton, Field Director with ICMA-RC, at 1-800-735-7202 (ext. 5990).

Poster/Flyer Mailing

To increase member awareness of the PERS Plan 3 education program, DRS will provide employers with **Journey to Retirement** posters and flyers regarding member seminar information April 2002. The posters and flyers will inform members how to obtain information, and how to register for transfer and investment education seminars. Employers should display the posters and flyers in prominent locations such as lunch and break rooms.

Look for Electronic Services

In the spring of 2002, DRS will announce new electronic services that will allow employers to use the Internet to submit Regular (employers who report 30 or less members per system) and Correction Transmittal Reports. This process will replace the paper form employers use today. The paper form will still be accepted, but employers are encouraged to use the Internet process to ensure corrections are processed in a timely manner.

The new Internet services will also allow employers to verify the status of a new employee such as:

- Is the employee already a PERS member?
- Is a member retired?
- To what plan does a member belong?
- If Plan 2, is an employee eligible to transfer to Plan 3?
- Is the employee a new member who has up to 90 days to select a retirement plan?

Testing Questions

DRS is currently accepting test files from employers for the PERS Plan 3 reporting requirements. Employers should submit their files by June 2002 to allow enough time to correct any errors that may exist. For questions related to testing, reporting requirements or procedures, refer to the employer contact information below.

Publications and Forms

The following updated publications will be made available to employers in February 2002:

- *DRS Employer Handbook*
- Plan 3 forms
- Plan 2 and Plan 3 *Member Handbooks*

Resources

Internet Site: Additional information will be posted to the Web site at:

<http://www.wa.gov/DRS>

Employers: If you have questions, contact ESS at:

1-800-547-6657 (ext. 47200) or (360) 664-7200

To order additional transfer/choice packets or videos, contact DRS at:

1-800-547-6657 (ext. 47066) or (360) 664-7066

To order additional investment education packets and videos, contact ICMA-RC at:

1-888-711-8773

Members: If members have questions, they can contact DRS at:

1-800-547-6657 or (360) 664-7000